
Work Experience Policy

Mallow College
of Further
Education

Work Experience Policy

Work Experience is an integral and mandatory part of all courses in Mallow College.

Each learner is responsible for securing their own work experience. Guidance will be given in relation to suitable work placements.

Level 5 Courses:

Basic knowledge and skills need to be obtained before going out on work placement, therefore, learners **cannot** go on work placement for the 1st 6 weeks of college.

Before going on work experience it is **compulsory** that **all learners** have completed the following in class:

- CV
- Cover letter
- Garda vetting (where applicable)
- ETB learner documentation
- Introduction to Children First: National Guidance for the Protection and Welfare of Children 2017 (where applicable)

In relation to **Level 6**, learners should be in college for 3 weeks before going out on work placement.

Specific Courses

For learner's going on work experience to **Healthcare settings/Nursing Homes** they must have the following up to date documentation:

- Client Patient Moving Manual Handling
- Skills completed in the Care skills component
- Elder Abuse Cert/Vulnerable Adults Cert
- Introduction to Children First: National Guidance for the Protection and Welfare of Children 2017
- Non Violent Crises Intervention
- 2 references
- College ID

For learner's going on work experience to **Childcare settings** they need the following:

- Patient Moving Manual Handling
- CV
- Cover Letter
- Introduction to Children First: National Guidance for the Protection and Welfare of Children 2017
- 2 references
- Proof of address and photo ID

For learner's going on work experience to **Primary schools** they need the following:

- Patient Moving Manual Handling
- CV
- Cover Letter
- Introduction to Children First: National Guidance for the Protection and Welfare of Children 2017

As a learner with Mallow College:

- I acknowledge that by signing this document I am agreeing to participate fully in the Work Experience Programme during the academic year.
- I accept that I must satisfactorily complete this programme, including both the placement and submission of portfolio, in order to be eligible to gain a full QQI award.
- I accept that I must complete a minimum of **...hrs** on work experience regardless of any extenuating circumstances including certified sick leave.
- If I cannot attend for work for any reason, I will telephone my employer immediately.
- I will also inform my Teacher at Mallow College of my absence.
- immediately.
- I understand that I will be marked present on the Mallow College register during my work experience placement.

Learner Signature: _____

Date: _____